

Meeting began at 7:05PM

Recreation Commission:

Drew McMorrow, Courtney Bittelari, Mark Spears, Amy Smack, Lynette Kelleher, Holly Mansfield

Mosquito: Sarah Hart

Agenda Topics:

1. Review of Meeting Minutes from 1/9/20
 - a. *Motion: Amy made the motion to accept the January 9, 2020 Meeting Minutes, Courtney seconded. All in favor: Yes*
2. Liaison Reports
 - a. SCHOOL COMMITTEE:
 - i. Brick Building: The Committee agreed to allow the Recreation Commission to use the Brick Building for the next 3 years. Holly will confirm with the school and request a contract for the 3-year agreement.
 - ii. Spalding Field: The School Committee requests a periodic update on the Spalding Field project but does not see the need to be closely involved in the project
 - iii. Dog Park: Drew and Courtney will present the issue of the Dog Park at the next School Committee meeting on March 11.
 - b. COA:
 - i. Courtney stated that the finalized Community Center feasibility study was submitted to the Board of Selectman and Master Steering Committee.
 - ii. Jerry Lerman will present the report at the next Board of Selectman meeting in February.
 - iii. Jerry will be requesting that a Community Center Working Group be appointed whose purpose will be to continue the process involving building public awareness and start a fund-raising campaign.
 - c. MASTER STEERING:
 - i. Amy reported that the Kitchen Conversations have been happening over the last few weeks.
 - ii. Some feedback to date includes needing more open space, cutting back on school administration, no need for a Community Center, needing more playgrounds and sidewalks.
 - d. CPC:
 - i. Mark mentioned there were two applications this year. One for the Greenough Dam and the other for a Historical request. Drew mentioned that CPC is required to set aside funds each year for Recreational projects. Both Drew and Mark will research this to clarify.
 - e. OPEN SPACE & RECREATION:
 - i. Amy reported that the committee is looking for the Recreation Commission to give a summary of what Recreation has done over the last 7 years. Amy suggested going through the past Town Reports to gather information on past projects.
 - ii. It is also requested that the ADA section should be updated in the report. ADA improvements are included in the long-term goals.
 1. No improvements have been made to ADA, so the status is unchanged.
 2. In the future we could seek CPC funds for ADA improvements.
3. Field Contract
 - a. The field maintenance and organic maintenance bid was sent to four companies. Two responses were received.
 - i. Golf Course Management submitted a bid for both the field maintenance and the organic maintenance

- ii. RSA Builds submitted a bid for field maintenance only
- b. After reviewing the contracts, it is noted that GCM did not quote on certain projects in the scope of services and RSA Builds did not total the overall cost correctly.
 - i. Drew will reach out to both companies for clarification on these topics and report back to the committee at the next meeting.
 - ii. The contracts will be awarded at the next scheduled meeting in March.
- 4. Dog Park
 - a. Drew and Courtney are working on preparing a grant for the design of the Dog Park. An assurance letter is needed as well as a Landscape Architect that has previously been involved in the design of a dog park needs to be appointed as part of the Grant.
 - i. Lynette and Courtney will reach out to Landscape Design Companies to discuss the Carlisle Dog Park
 - ii. Lynette and Courtney will also look into recently built dog parks in Fitchburg, Acton and Falmouth.
 - b. Holly will talk with George Mansfield from Planning to get a map of Banta Davis to confirm which areas belong to the town.
 - c. The issue of how to maintain the Dog Park will be a concern. Drew mentioned hiring someone to oversee the park throughout the year
 - i. Some maintenance concerns are regular inspections, pet waste bag dispensers and waste receptacles, removal of trash and debris, snow removal, etc.
 - d. Courtney will put together and outline to present to the School Committee on March 11
- 5. Community Center
 - a. See above notes under COA in the Liaison Reports
- 6. Ice Rink
 - a. The Ice Rink was set up on December 16th. With the warm weather, there have only been a few days where the rink could be used for skating.
 - b. The cost to set up the ice rink and repair the liner from damage was \$1450. This fee does not include the \$750 to dismantle the rink at the end of the season.
 - c. Due to the difficulty with maintaining the rink, the decision was made to not set the rink up next year.
 - i. The rink will be stored in the building behind Kimball's
 - d. The Recreation Commission will revisit this in the fall.
- 7. Spalding Field
 - a. Drew put together a Request for Proposal for Landscape Design Services for the assessment and design for Spalding Field. The proposal includes a facility overview, history of the field, scope of study, budget for services, proposal form and content, firm requirements and a schedule.
 - b. Drew will finalize the RFP this week and request bids by the end of February.
 - c. Mark noted that the RFP should include a full replacement of the 40-year-old irrigation system on the field.
- 8. Benfield Site Visit
 - a. The Recreation Commission was asked if recreation wanted to give up the land at Benfield. The Commission responded with saying they want to keep the land.
 - b. A site visit has scheduled for Saturday, April 4th.
 - c. Amy will reach out to David Freedman to join them for the site walk.

Next meeting: Monday, March 2, 2020 at 7:00pm

Meeting adjourned approximately 8:50PM